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9 NOV 1964

MEMORANDUM FOR: Special Planning Assistant to the
Deputy Director for Support

SUBJECT : OTR Budget for Fiscal Year 1966

1. External Training Costs Budgeted for OTR.

- a. The Call for Office Estimates for Fiscal Year 1966 stated that external training costs for Agency-wide (nominee) courses, such as the Foreign Service Institute, the Brookings Institute's Science and General Conferences, the Army Management Courses, and the Agency's Senior Officer program (e.g. the War Colleges, the Industrial College of the Armed Forces, Senior Seminar in Foreign Policy - FSI, and Advanced Management Program - Harvard), will be budgeted by the Office of Training. All other external training will be budgeted by the office sponsoring the employee.
- b. The above statement did not include all of the programs which we had understood from a previous meeting were to be included in the OTR budget. We understood that in addition to programs referred to in paragraph 1.a. we would budget for all other Government programs. However, in view of the instruction given, we did not include the other Government programs in the \$250,000 budgeted by OTR for external training for FY 1965. Furthermore, we were limited to the \$250,000 in order to stay within the Congressional Budget. Also, in view of the instruction we assumed that other offices would budget for these other Government programs.
- c. In view of the above, the \$150,000 increase in Fiscal Year 1966 is not due primarily to an increase in external training requirements but represents a shift of the cost for all other Government programs to OTR from other Agency components. The total figure of \$400,000 for FY 1966 is an estimate by OTR inasmuch as training requirements for that year will not be submitted by other components until April 1965. We did, however, allow for some increase over Fiscal Year 1965 inasmuch as we anticipate an increase in external training at Government facilities

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November 1964 and requested that a determination be made as to whether this structure is safe. If not, it will probably be torn down and the area used for open storage. In either event, it will be necessary to have a new concrete floor estimated to cost \$30,000.

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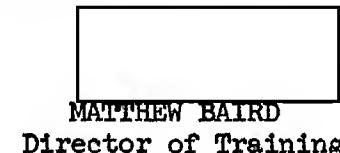
4. Recoverable Training Costs

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OTR has not budgeted in Fiscal Year 1966 for any training costs budgeted by other components for later transfer to OTR. This relates primarily to training conducted for the WH Division for which we expect to be reimbursed to the extent of approximately \$120,000, as in the past two fiscal years.

5. Attached is a statement prepared by the Chief, Career Officer Training Program, supplying all information requested by the Bureau of the Budget regarding that program.

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MATTHEW BAIRD

Director of Training

Attachment:
Program Information

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